

FAQs

HOW DO I GET A SEPTIC SYSTEM PERMIT?

APPLICATIONS FOR SEPTIC PERMITS ARE COMPLETED AT THE [FRANKLIN COUNTY DEPARTMENT OF PLANNING AND INSPECTIONS](#). THE APPLICATION FORM INCLUDES:

- ❖ THE NAME, ADDRESS, AND PHONE NUMBER OF THE APPLICANT AND OWNER
- ❖ THE LOCATION AND SIZE OF THE PROPERTY
- ❖ PARCEL IDENTIFICATION NUMBER/TAX RECORD NUMBER
- ❖ THE PROPOSED USE (IE. RESIDENTIAL & NUMBER OF BEDROOMS)
- ❖ TYPE OF WATER SUPPLY (WELL/PUBLIC)

THE APPLICANT MUST ALSO PROVIDE A SITE PLAN SHOWING:

- ❖ PROPERTY LINES
- ❖ PROPOSED HOUSE (BUILDING) LOCATION
- ❖ SET-BACKS FROM PROPERTY LINES
- ❖ DRIVEWAY AND PARKING AREA
- ❖ ANY PROPOSED EXPANSION OF HOME OR OUTBUILDINGS
- ❖ ANY EXISTING WELLS ON THIS OR ADJOINING PROPERTY
- ❖ ANY STREAMS, SPRINGS, PONDS

ONCE THE APPLICATION IS COMPLETED AND THE ZONING IS APPROVED, [FEES](#) ARE COLLECTED. THIS INFORMATION IS THEN TRANSFERRED TO ENVIRONMENTAL HEALTH. AFTER THE APPLICATION IS COMPLETED, YOU MAY CALL ENVIRONMENTAL HEALTH DURING REGULAR [OFFICE HOURS](#) AND YOU WILL BE CONNECTED TO THE ENVIRONMENTAL HEALTH SPECIALIST WHO WORKS THE AREA OF THE COUNTY WHERE YOUR PROPERTY IS LOCATED. THE SPECIALIST WILL SCHEDULE YOUR APPOINTMENT. WHEN THE SPECIALIST ARRIVES TO EVALUATE YOUR PROPERTY YOU MUST HAVE THE PROPERTY LINES CLEARLY MARKED AND THE PROPOSED HOUSE LOCATION STAKED OUT. ASSUMING THAT THE PROPERTY IS FOUND TO BE SUITABLE FOR THE ISSUANCE OF AN IMPROVEMENTS PERMIT, THE SPECIALIST WILL COMPLETE THE PERMIT IN THE OFFICE AND FAX OR MAIL IT TO YOU, OR IT MAY BE PICKED UP AT THE OFFICE.

IS MY NEW SEPTIC SYSTEM INSPECTED FOR COMPLIANCE?

YES...IT IS THE RESPONSIBILITY OF YOUR SEPTIC CONTRACTOR TO ARRANGE FOR THE APPOINTMENT TO HAVE THE SEPTIC SYSTEM INSPECTED. THE CONTRACTOR KNOWS THE PROCEDURE FOR MAKING THE APPOINTMENT. THE SYSTEM MUST BE COMPLETED, EXCEPT FOR BACKFILLING/COVERING. THE ENVIRONMENTAL HEALTH SPECIALIST WILL CHECK TO DETERMINE THAT ALL OF THE PROPER MATERIALS ARE USED AND INSTALLED ACCORDING TO THE CONSTRUCTION AUTHORIZATION. IF THE SYSTEM IS APPROVED THE OPERATIONS PERMIT IS ISSUED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE THE OPERATIONS PERMIT TO BE SIGNED BY THE SPECIALIST.

WHAT DO I NEED TO DO TO REPLACE AN EXISTING MOBILE HOME OR TO ADD ON TO AN EXISTING HOME?

YOU WILL NEED TO APPLY FOR AN EXISTING SYSTEM INSPECTION AT THE PLANNING AND INSPECTIONS OFFICE. THIS WILL BE THE SAME APPLICATION FORM USED FOR A NEW SYSTEM, BUT YOU WILL SPECIFY THAT IT IS FOR AN EXISTING SYSTEM. AFTER COMPLETING THE APPLICATION FORM CALL ENVIRONMENTAL HEALTH AND ASK FOR THE SPECIALIST THAT WORKS YOUR AREA OF THE COUNTY AND THEY WILL ARRANGE THE APPOINTMENT TO MEET YOU AT YOUR PROPERTY. THE SPECIALIST WILL CONDUCT AN INSPECTION TO ENSURE THAT THE STRUCTURES WILL MEET THE SETBACKS TO BOTH THE SEPTIC SYSTEM AND WELL. IT WILL ALSO BE DETERMINED IF THE EXISTING SEPTIC SYSTEM IS SIZED PROPERLY FOR THE NEW MOBILE HOME OR HOME ADDITION.

HOW DO I HAVE MY FAILING SEPTIC SYSTEM REPAIRED?

IF YOU SUSPECT THAT YOU ARE HAVING A PROBLEM WITH YOUR SEPTIC SYSTEM, YOU SHOULD CALL ENVIRONMENTAL HEALTH AND ASK FOR THE ENVIRONMENTAL HEALTH SPECIALIST THAT WORKS YOUR AREA OF THE COUNTY. THE SPECIALIST WILL SET AN APPOINTMENT TO MEET WITH YOU AT YOUR PROPERTY. IF THERE IS A MALFUNCTION OF YOUR SYSTEM, THE SPECIALIST WILL ATTEMPT TO DETERMINE THE CAUSE AND ISSUE A CONSTRUCTION AUTHORIZATION. YOUR SEPTIC CONTRACTOR WILL BE RESPONSIBLE FOR ARRANGING THE APPOINTMENT FOR THE OPERATIONS PERMIT INSPECTION. A PERMIT IS NOT REQUIRED FOR ROUTINE MAINTENANCE OF YOUR SYSTEM, SUCH AS ROUTINE PUMPING. THERE IS NO CHARGE FOR A REPAIR PERMIT.

HOW OFTEN SHOULD I HAVE MY SEPTIC TANK PUMPED OUT?

THERE ARE A NUMBER OF VARIABLES INVOLVED IN THIS TOPIC. DEPENDING ON WHOM YOU TALK WITH, YOU WILL GET A RANGE OF FROM EVERY 2-3 YEARS TO AS HIGH AS 10-12 YEARS. SOME VARIABLES TO CONSIDER ARE:

- ❖ HOW MANY PERMANENT RESIDENTS ARE THERE**
- ❖ DO YOU HAVE GUESTS OFTEN AND HOW MANY**
- ❖ DO YOU HAVE A GARBAGE DISPOSAL**
- ❖ DO YOU SAVE GREASE FROM COOKING**
- ❖ HOW OFTEN DO YOU WASH CLOTHES**
- ❖ DO YOU MAINTAIN AND REPAIR YOUR PLUMBING AS NECESSARY**

EVERY 5-6 YEARS IS CONSIDERED A REASONABLE TIME FRAME.